

Statement below

STD.262 (REV. 6-93c)

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CLAIMANT'S NAME			SOCIAL SECURITY NUMBER		DEPARTMENT	
Lynn L. Jacobs					HCD	
POSITION		Bargaining Unit #	DIVISION OR BUREAU		INDEX	PCA
Director		E 99	Executive Office		5103	50001
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS		TELEPHONE NUMBER	
			1800 Third Street, Suite 450		916 445-4775	
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE	
Sacramento	CA		Sacramento	CA	95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
Oct-09				BREAK- FAST	LUNCH	O.T., LT, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
10/1		Sacramento Meetings						PC	4.50	4	2.20		6.70	
											-		-	
											-		-	
											-		-	
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											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	-	4.50	4.00	2.20	-	6.70	

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$	6.70
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(11) PURPOSE OF TRIP, REMARKS AND DETAILS

10/1 - Director had meetings in Sacramento...met with Sean Spear (CDLAC)

(12) NORMAL WORK HOURS	
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8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE _____

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

11/05/09

Elliott Mandell

11/05/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

TRAVEL EXPENSE CLAIM

STD.262 (REV. 6-93c)

See Instructions and *Privacy
Statement below

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs		SOCIAL SECURITY NUMBER		DEPARTMENT HCD	
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office		INDEX 5103
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS 1800 Third Street, Suite 450		TELEPHONE NUMBER 916 445-4775	
CITY Sacramento		STATE CA	ZIP CODE 95811		

(1) MONTH / YEAR		(3)	(4)	(5) MEALS			(6)	(7) TRANSPORTATION					(8)	(9)
Oct-09		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L.T. NC, RELO. OR DINNER	INCIDENTALS	(A)	(B)	(C)	(D)		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME							COST OF TRANS	TYPE USED	CARFARE TOLLS, PRKG	PRIVATE CAR USE MILES	AMOUNT		
10/13	0500	Sacramento to San Francisco	Comp	6.00	10.00				PC	56.44	86	47.30		119.74
10/14		San Francisco to Napa	Comp						PC	4.00	49	26.95		30.95
10/16	1500	Napa to Sacramento							PC		62	34.10		34.10
10/20		Sacramento Meetings							PC	4.50	2	1.10		5.60
10/21		Sacramento Meetings							PC	19.75	4	2.20		21.95
10/22	0500	Sacramento to Vallejo							PC		116	63.80		63.80
	1100	End of Trip												-
		Sacramento Meetings							PC	9.00	4	2.20		11.20
														-
														-
														-
														-
														-
														-
														-
														-
														-
(10) SUBTOTALS			-	6.00	10.00	-	-	-	-	93.69	323.00	177.65	-	287.34
COLUMN CODE (ACCTG USE ONLY)														
CLAIM TOTAL													\$ 287.34	

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

10/13 - Director drove from Sacramento to San Francisco for a Speaking Engagement at the NPH Conference - lodging and meals were complimentary. Parking was paid by the Director. 10/14 - Director drove from San Francisco to Napa for CBIA Annual . Lodging was complimentary. 10/15- Meetings w/ CBIA Caucus groups. 10/16 -CBIA Meetings ended at Noon - Director drove back to Sacramento HQ.Trip ended at 1500 hours. 10/20 - Meeting at Governor's Office 10/21 - Sacramento Meetings 10/22 - Director drove from Sacramento to Vallejo for a Speaking Engagement at the Lender and Realtor Outreach Breakfast. Drove back to Sacramento for afternoon meetings.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

11/05/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

11/05/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

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CITY Sacramento	STATE CA	ZIP CODE	CITY Sacramento	STATE CA	ZIP CODE 95811

(1) MONTH /YEAR		(3)	(4)	(5) MEALS			(6)	(7) TRANSPORTATION					(8)	(9)
Oct-09		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER	INCIDENTALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME										MILES	AMOUNT		
10/26	0900	Sacramento to Monterey	131.45		10.00	18.00				19.00		-		178.45
10/27		Pacific Grove to Los Angeles to Anaheim	150.12	6.00	10.00	18.00	6.00	46.11	RC	16.00		-		252.23
10/28		Anaheim to Camarillo		6.00	10.00							-		16.00
10/29		Ventura to Los Angeles	125.46					43.21	RC	40.00		-		208.67
10/30		Los Angeles						14.44	RC			-		14.44
	2200	Trip Ended												-
												-		-
												-		-
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												-		-
(10) SUBTOTALS			407.03	12.00	30.00	36.00	6.00	103.76	-	75.00	-	-	-	669.79
COLUMN CODE (ACCTG. USE ONLY)														

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 669.79

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

10/26 - Picked up Rental Car from Sacramento A/P and drove to Monterey. 10/27 - Speaking Engagement for the California Coalition for Rural Housing Conference...drove to Los Angeles for the Los Angeles Business Council Reception and prep for Friday Speaking Engagement....then drove to Anaheim. 10/28 - Speaking Engagement at the CRA Affordable Housing Conference in Garden Grove. meeting in Camarillo...stayed with relatives. 10/29 - Drove to Los Angeles for meeting with LABC speakers. 10/30 - Speaking Engagement at the Los Angeles Housing Summit... Rental Car was returned... Trip ended at 2200 hours...

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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